

FINANCE COMMITTEE FUNDING REQUEST ASSESSMENT

Instructions: Select “File” in the upper left corner then “Make a Copy” before filling out this form. Please fill out this assessment alone and without any input from other committee members. If you need clarification or help, please reach out to the Finance Director and/or ASG Advisors. Take your time to review the request while evaluating the different areas; there are no wrong answers. Fill out this first page (except the recommendation) before continuing with the evaluation. After completing the rest of the assessment, return to this first page and fill out your recommendation. Save a copy for your records and share/email with the Director of Finance before the next Finance Committee Meeting.

Evaluator Information

Date of Evaluation:	
Name of Evaluator:	

Request Information

Funding Request:	
Name of Requestor:	
Name of Requestor/Organization:	
Requestor Category:	<input type="checkbox"/> Student <input type="checkbox"/> Student Club/Organization <input type="checkbox"/> MCC Employee <input type="checkbox"/> External/Community <input type="checkbox"/> Other (list below):

Budget and Cost Information

The current amount available in the ‘Inter-Campus Contributions’ budget line:	\$
Requested amount:	\$
Is the requested amount available in the “Inter-Campus Contributions’ budget line?	<input type="checkbox"/> YES - Continue with Assessment <input type="checkbox"/> NO - Let requestor know and, if possible, offer possible solutions/alternate sources of funding

Final Recommendation:

<p>Must meet one requirement of Area 1 and all of Area 2 to be approved. If not approved, please work with the requestor on resubmitting or providing more information.</p> <p> <input type="checkbox"/> Approve full amount requested <input type="checkbox"/> Approve partial amount requested <input type="checkbox"/> Not approved </p> <p>If approved for a partial amount, state-specific amount:</p>
--

FINANCE COMMITTEE FUNDING REQUEST ASSESSMENT

Area 1: Goals and Purpose

Funding requests should meet at least one of the areas below.

Requests that fulfill more than one area may have priority consideration for funding approvals.

<p>Character & Leadership:</p> <p>Select One:</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>If yes, specifically state how:</p>	<p>Does the funding request state how this funding will help students build character and gain leadership experience through new opportunities, inspiring students to solve problems, and/or recognize students with outstanding character?</p> <p>Examples:</p> <ul style="list-style-type: none"> • Inspire students to take the initiative to solve global or national problems • Provide leadership development opportunities • Put students through character-building situations and challenges • Recognize and reward students with outstanding character
<p>Community, Culture & Diversity:</p> <p>Select One:</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>If yes, specifically state how:</p>	<p>Does the funding request state how this funding will help build a sense of community, belonging, and diversity through supplemental learning, campus spirit, and addressing the needs and concerns of the students?</p> <p>Examples:</p> <ul style="list-style-type: none"> • Build campus spirit and sense of community • Listens to student concerns, suggestions, and issues • Offer community service opportunities • Partner with groups in the community to address the students' need • Promote communal harmony and diversity • Promote learning outside the classrooms
<p>Academic Excellence:</p> <p>Select One:</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>If yes, specifically state how:</p>	<p>Does the funding request state how this funding will help students gain academic success through using resources, promoting available resources, encouraging learning, and/or connecting a communication channel?</p> <p>Examples:</p> <ul style="list-style-type: none"> • Build a channel of communication between students, faculty, and other educators • Encourage graduation/ transfer to another college • Encourage learning and research and create a scholarly environment • Help students appreciate course content • Provide resources that help students achieve educational goals • Raise awareness on resources available to help students succeed academically

FINANCE COMMITTEE FUNDING REQUEST ASSESSMENT

<p>Campus Life:</p> <p>Select One:</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p>If yes, specifically state how:</p>	<p>Does the funding request state how this funding will promote and enrich campus life?</p> <p>Examples:</p> <ul style="list-style-type: none"> Awareness of current affairs or issues that MCC students face today Exposure to faith and religion Networking and entertainment Participation in sports and athletics School-work-life balance Student employment opportunities
<p>Total number of areas met (select one):</p> <p><input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three</p> <p><input type="checkbox"/> Four</p>	<p>Comments on section:</p>

Area 2: Plan for Funding Request

Funding requests should provide clear answers to ALL of the questions below. (If not applicable, select other and write N/A for comments)

<p>Does the requestor provide a specific time frame or event date and time?</p> <p>Provide date/s and times</p>	<p><input type="checkbox"/> YES - Event</p> <p><input type="checkbox"/> YES - Passive Programming</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> OTHER or N/A</p> <p>Details:</p>
<p>Does the request state the targeted audience?</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> OTHER or N/A</p> <p>Details:</p>

FINANCE COMMITTEE FUNDING REQUEST ASSESSMENT



<p>Are there alternate sources of funding that are supporting this request?</p>	<p> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT NEEDED <input type="checkbox"/> OTHER or N/A </p> <p>Details, if needed:</p>
<p>Does the requestor provide a detailed plan of how funding will be spent? (Vendor, invoice, estimate, etc.)</p>	<p> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> OTHER or N/A </p> <p>Details, if needed:</p>
<p>STUDENT/S OR STUDENT CLUB/ORGANIZATION ONLY:</p> <p>Does the requestor have an advisor's approval or support? (If ALL answers for Area 2 are answered yes or other except this one, please consider if ASG can assist or help find an advisor. If no advisor is required, please select other and list why)</p>	<p> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> OTHER or N/A </p> <p>Details, if needed:</p>
<p>Are ALL criteria met for Area 2?</p>	<p> <input type="checkbox"/> YES <input type="checkbox"/> NO </p> <p>Comments on section:</p>

FINANCE COMMITTEE FUNDING REQUEST ASSESSMENT



ADDITIONAL INFORMATION IF NEEDED

Requestor comments (imported from form) on project funding request:	
Is there anything else that the ASG should consider before deciding on the funding request?	